



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

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OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: FY 2009 National Program Managers Guidance

FROM: Lyons Gray
Chief Financial Officer

TO: Assistant Administrators for OAR, OECA, OPPTS, OSWER, OW
Regional Administrators
Deputy Assistant Administrators for OAR, OECA, OPPTS, OSWER, OW
Deputy Regional Administrators

This memorandum announces the start of the Agency's FY 2009 National Program Manager (NPM) guidance process, by which the five programmatic NPMs (OAR, OECA, OPPTS, OSWER, and OW) set operating priorities, strategies, and targets for the upcoming year consistent with EPA's FY 2009 budget. There are two key areas, in particular, I want to highlight for your attention:

- 1) Addressing the Administrator's priorities and regional priorities in the development of FY 2009 NPM priorities and strategies, as well as in the negotiation of annual commitments; and
- 2) Providing feedback on proposed changes to FY 2009 measures recommended by the Performance Management Work Group, which is comprised of regional and program office planners.

For your convenience, the chart below highlights the major milestones in this effort:

Key Milestones for Development of the FY 2009 National Program Manager Guidance

Date	Milestone
Mid-November 2007	Senior management review/feedback on changes to FY 2009 measures.
January 2008	NPMs compile draft list of FY 2009 measures and OCFO summarizes results and flags any remaining issues for Agency senior leadership.
February 15, 2008	Draft FY 2009 NPM guidance, measures and supporting documents due to OCFO.
February 22, 2008	Draft FY 2009 NPM guidance posted on OCFO's internet webpage.
February 25 - March 31, 2008	Regions, states, and tribes provide comments on Draft FY 2009 NPM Guidance.
April 21, 2008	Final FY 2009 NPM guidance due to OCFO.
April 28, 2008	Final FY 2009 NPM guidance and supporting documents posted on OCFO's internet webpage.

This year we are issuing OCFO's guidance in two parts: this policy memorandum and a subsequent more detailed technical guidance memorandum from Kathy O'Brien. As a result, we are hoping to improve communications with senior management and staff. This memorandum provides an overview and highlights expectations, key changes and new features in this year's approach to developing the FY 2009 NPM guidance documents. The technical guidance memorandum will provide more detailed information and instructions for your planning and budgeting staff.

OCFO's technical guidance will provide Agency-wide considerations to use in framing development of NPM guidance documents, which largely focus on program-specific priorities and implementation strategies. We have been working with NPM and regional planning and budget staff to identify ways to improve and streamline the NPM guidance development process. Key changes include:

- turning the Annual Commitment System (ACS) into "Measures Central";
- enhancing OCFO's governance role in improving the quality of measures and related data;
- broadening the scope of measures review to include Quarterly Management Report (QMR) and regional priority measures and focusing senior management review on a subset of recommended changes;
- increasing the frequency and rigor of analyses, including more formal mid-year analysis of data by OCFO;
- adding templates and checklists to increase transparency and facilitate state, tribal and regional involvement; and,
- adjusting timeframes by issuing this guidance earlier and synchronizing reporting dates with other Agency processes.

EPA is making tremendous progress in strengthening performance management and using measures to assess progress in achieving results. In the last year alone, we decreased measures by 15 percent, developed and began to implement recommendations to reduce reporting burden with our state partners, established a common set of senior management measures to strengthen accountability, and successfully transitioned the lead for the QMR from OEI to OCFO.

Thank you for your continuing leadership and commitment to advancing EPA's mission and improving our planning, budgeting and accountability processes. I appreciate the hard work of your staff in helping to refine and strengthen the FY 2009 NPM guidance development process. I look forward to working with you as we proceed to carry out this effort.

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